

## OBTAINING COPIES OF DOCUMENTS

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Blue Marble Logistics LLC  
800 King Street  
Suite 102  
Wilmington, DE 19801  
(302) 472-3497

Requests for *criminal* case documents and certified copies of case documents should be placed through the Clerk's Office at (302) 573-6170.

Requests for *transcripts* of court proceedings should be directed to the applicable Court Reporter as noted on the case docket sheet:

Kevin Maurer	(cases assigned to Chief Judge Sleet - GMS) -	(302) 573-6196
Leonard Dibbs	(cases assigned to Judge Farnan - JJF) -	(302) 573-6195
Valerie Gunning	(cases assigned to Judge Robinson - SLR) -	(302) 573-6194
Brian Gaffigan	(cases assigned to Vacant Judgeship - ***) -	(302) 573-6360

UNITED STATES DISTRICT COURT  
DISTRICT OF DELAWARE

**COPY ORDER FORM**

(Document Tracking/Charge Out)

CASE NUMBER: CA MC (CR Mag.) # \_\_\_\_\_  
(Court use only)

CASE CAPTION: \_\_\_\_\_ vs. \_\_\_\_\_

REQUESTOR'S NAME AND PHONE #: \_\_\_\_\_

FIRM OR ORGANIZATION: \_\_\_\_\_

INCLUDE EXHIBITS OR ATTACHMENTS (when applicable)? (YES) (NO)

Clock and initial when  
order recv'd by Intake

FILL INCOMPLETE ORDERS (when applicable)? (YES) (NO)  
(unless prohibited, e.g. SEALED document, steno notes, transcripts).

**ITEMS REQUESTED**

D.I. # /Document Info.

D.I. # /Document Info..

D.I. # /Document Info..


Clock and Initial's of  
VENDOR when doc's  
are picked up

COPY TOTAL pages \_\_\_\_\_ \$ \_\_\_\_\_

OPINION TOTAL pages \_\_\_\_\_ \$ \_\_\_\_\_

(CERTIFICATIONS) # of docs \_\_\_\_\_ (Court personnel only) \$ \_\_\_\_\_

GRAND TOTAL \$ \_\_\_\_\_

(Order completed by \_\_\_\_\_ on \_\_\_\_\_)

cc: Case File (check out record);  
Records Clerk (suspense/record copy);  
Vendor (to accompany docs until returned to Intake)

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docs returned to Intake